

22 May 1957

MEMORANDUM FOR: Director of Training

SUBJECT: A & E Services in Relation to the Office of Personnel

1. This memorandum contains a list of the current services we are providing the Office of Personnel. It is provided as background. It may be that none need to be particularly stressed or talked about during your conversation with Mr. Stewart. The services follow:

- a. All assessment services to the extent that they affect placement and utilization of people.
- b. Test results of individuals entering on duty are provided and certain individuals spotted for PAD for special watching.
- c. A committee composed of A & E and PAD personnel is working on methods of flagging personnel files to indicate that A & E has information which would be pertinent in certain types of personnel decisions.
- d. All clerical applicants are tested before coming aboard to aid in their selection. A special program has been worked out which the recruiters use in the field.
- e. All EOD clerical personnel are tested as an aid in their placement.
- f. A large proportion of professional personnel coming aboard are screened through A & E testing.
- g. The Office of Personnel is furnished the training evaluations for inclusion in their files.
- h. During this past fiscal year a special study of one branch in the Comptroller's Office was undertaken at the request of the Deputy Director, Personnel.
- i. Placement officials refer many cases for assessment of various kinds in order to help the problems facing them.
- j. Work continuously goes on in conjunction with the Fitness Reporting System.

Document No.

NO CHANGE IN CLASS.

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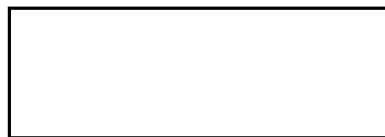
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2. I believe the above list covers all activities that go on in relation to the Office of Personnel. I did not include our field testing efforts for the JOTS. This testing program is essentially a device whereby the recruiters can enlarge the scope and coverage of their recruiting activities. The program is used to test non-JOT professional candidates of appropriate age and educational status.

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3. I am aware of no problem in any of these areas. Our working relationships with the recruiting office and PAD are very harmonious. The main general point to stress is that A & E has much material in their files that may be pertinent to personnel actions of all kinds.



Chief, Assessment and Evaluation

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may be an exception.